

Minutes - September 16, 2015

The meeting was convened at approximately 2:30 p.m. by Charles Garbini.

Members present:

| Member | District | Member | District |
|--|----------|-----------------|----------|
| Charles Garbini | 2 | Debbie Kirwan | 7 |
| Anne DeCaire | 3 | Susan Williams | 10 |
| Robin Harbaugh | 4 | Doris Miklitz | 11 |
| Gerald Hendricks for Christy Mannering | 5 | Stefanie Baxter | 13 |
| Glen Loller | 6 | Alex Keen | 14 |

Members absent: Mary Cleveland #1, Mike Parisi #8, Anthony DiPilla #9, Krista Urbaniak #12

Others Present: Thomas LaPenta and Scarlett Hamm (Human Resources)

Minutes

President Garbini introduced Sue Groff, Director, Office of Equity and Inclusion and Kathy Corbitt, Director, Employee Development & Well Being

Sue Groff began by distributing a handout on reporting options for victims, that can be found [here](#) and another for students about sexual misconduct that can be found [here](#). She also noted that online training for the University's new sexual misconduct policy went live yesterday and that all full time employees should have received an email with a link to the training. Part time employees hired as of August 21 received a different link. Those hired since then will be contacted individually. Completion of the training is required by October 15.

She then proceeded to give a presentation with information not included in the training ([attached](#)).

Two investigators have been hired over the summer to assist with compliance. After the presentation she was asked what was the biggest myth of the campus climate? She responded that there was a misperception of what the repository means. Its purpose is to direct resources to those in need, not to quantify incidents.

Kathy Corbitt followed with a presentation concerning HMS, UD's Employee Assistance Program ([attached](#)). UD no longer offers onsite counseling and now contracts with HMS.

Confidential referrals for services are available 24 hrs. to all employees and their families at no cost.

Old Minutes Approved

Old Business

The UD 403b retirement plans are being reviewed. TIAA/CREF currently offers over 200 different funds while the top 7 comprise 95% of the funds invested. There will be a meeting with both Fidelity and TIAA/CREF soon to determine next steps.

New Business

A tour of the Mineral Museum is in the works for a future meeting.

Several grievance issues have been raised recently regarding vacation payoffs.

Constituent Concerns

District #4

Request for more campus maps and kiosks to direct visitors.

Referred to Deborah Hayes and John Brennan at OCM.

District #10

Several benches in front of library are broken and pieces are propped up against wall. Doris Miklitz added that the entire patio leaks and needs to be replaced.

Referred to EHS and Grounds.

District #13

I was wondering if this UDeserve It program is similar to the employee merit program of several years ago, only recognizing fewer folks?

o Response from Susan Williams: The UDeserve It program is an initiative to recognize individuals who have gone above and beyond their position expectation in support of

the university, their department, office or colleagues. Using a provided nomination form, colleagues who are exempt or non-exempt can nominate one another for this recognition. A certificate of recognition will be provided to approved submissions. Additional photos and publication will be posted on the For the Record UDaily section. The committee is still working through specifics, but more details will be forthcoming.

One other issue is that University refuse trucks (and others) and yellow buses idling (and drivers smoking) in our loading dock behind Mechanical Hall. I realize the buses are often discharging/picking up disabled students, but once the kids are in the Carpenter Sports Building, aren't the buses supposed to move to remote parking on Wyoming road? The problem is that while idling, the exhaust fumes and secondhand smoke get pulled into our HVAC intakes, and into our ventilation systems. Since we have to control the climate in the museum, the exchange of air to the outside is much slower than other buildings, and takes more time to dissipate the fumes. We have called Parking Services on several occasions, but they often cannot get here until the offenders leave. Sorry it's so convoluted, but with colder weather coming on, I think the issue will become more of a problem.

Charlie Garbini will refer question to Alan Brangman and Mike Gladle.

o Response from Alan Brangman: I am sorry that you are experiencing issues with the air quality your building as a result of these on and off impositions.

First let me say that I am copying in a number of individuals who can help with hopefully relieving this on-going concern.

The easy one first, the campus is a no smoking environment. Anyone who is smoking near your loading dock is violating UD policy. You and anyone else should feel free to ask people who may be doing that to cease and desist. If you find that you have repeat violators then I would call Public Safety to deal with them. We can also post no smoking signs in the area.

We can school our truck drivers to not remain in the loading area any longer than it takes to empty the trash.

We can have signs posted that vehicles are not to idle in the area of the loading dock or the streets in that area.

Hopefully with a few of these changes we can avoid the reoccurring problems that this situation is causing.

Please don't hesitate to let me know if things don't improve.

I know the subject has been brought up previously, but I think it bears revisiting. The U of D no smoking policy has been treated more as a suggestion than an enforceable policy. I understand the difficulties in enforcing such a policy, but I would be interested to learn if there are any plans to enforce the policy, particularly at the Morris Library. It is the norm rather than the exception to find multiple people smoking on the front terrace and steps of the library. Enforcement of the no smoking policy in such a limited and controlled space would be as easy as having security officers visit the area on a regular basis. Enforcement of the no smoking policy in such a public and heavily used area would provide a good beginning for the institutionalization of the policy.

District #14

During the soft opening of the new Rodney Dining Hall, constituent could find no hand sanitizer.

Referred to Dining Services.

Request that bereavement leave could be made available for a family member's final days.

Tom LaPenta responded that we have a very generous package of sick, vacation and bereavement days available and that predicting a death date is unrealistic. Employees should consult with their supervisor about taking time off when appropriate.

Announcements

Tom LaPenta discussed a reorganization of HR. Payroll was moved to HR about 15 years ago, and while the employees in Payroll will not physically move, they will now report to the VP of Finance.

Chris Ulrich, director of Benefits & Compensation is retiring and Darcell Griffith will replace her on October 1.

Tom also noted that the Office of the Provost has an excellent team in place.

Alex Keen raised a concern for the "Town & Gown" relationship since Vance Funk stepped down as mayor. Tom suggested we invite Jeff Garland, Vice President & University Secretary, to discuss the issue at a future meeting.

The meeting was adjourned at 4:20 pm by Charles Garbini.